



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH**

**VACANCY ANNOUNCEMENT**

<b>ANNOUNCEMENT NO:</b> MHA-10-05	<b>POSITION:</b> Early Childhood Program Manager
<b>POSITION SERIES:</b> MS-601	<b>POSITION GRADE:</b> 13
<b>OPENING DATE:</b> 10/21/09	<b>CLOSING DATE:</b> Open Until Filled
<b>IF "OPEN UNTIL FILLED"</b> <b>FIRST SCREENING DATE:</b> 11/03/09 (and every two (2) weeks thereafter)	<b>SALARY RANGE:</b> \$76,996 - \$107,794 Per Annum
<b>WORKSITE:</b> 64 New York Avenue, N.E. Washington, D.C. 20002	<b>TOUR OF DUTY:</b> Part-Time-30 hours per week Monday-Friday
<b>PROMOTION POTENTIAL:</b> None	<b>AREA OF CONSIDERATION:</b> Unlimited
<b>AGENCY:</b> DMH/MHA/OPP/Prevention and Early Intervention	<b>NO. OF VACANCIES:</b> One (1)
<b>DURATION OF APPOINTMENT:</b> MANAGEMENT SUPERVISORY SERVICE (MSS)	
<b>"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICES (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.</b>	
Pursuant to Title II of DC Law 15- 353, "The Child and Youth, Safety and Health Omnibus Amendment Act of 2004, as amended", the individual selected to fill this position will, as a condition of employment, be required to complete a Criminal Background and/or Traffic Record Check. Employment with the Department of Mental Health is subject to satisfactory findings.	
<b>RESIDENCY REQUIREMENT:</b> A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, a line attorney position in the Legal Service (Series 905), or an attorney position in the Excepted Service (Series 905) who is a bona fide District resident, AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.	
<b>BRIEF DESCRIPTION OF DUTIES:</b> This position is a grant funded position. The incumbent serves as an Early Childhood Program Manager providing leadership in planning, developing and implementing a comprehensive Healthy Futures Program. Exercises responsibility and oversees coordination of overall program operations, resources, and staff activities at a minimum of eight (8) child development centers located in each ward of the city. Serves as a principal advisor to the Clinical Program Administrator furnishing information on major developments and providing input on controversial and sensitive matters. Serves as liaison with Child Care Center Directors to ensure that policies, resources and plans are in place to achieve project objectives and operational goals. Provides leadership and supervision to early childhood mental health staff and serves as a member of the management team. Plans and coordinates the work to be accomplished, determines and establishes priorities, develops schedules for completion of work and makes assignments according to staff capability and work requirements. Oversees case management services to students and their families. Identifies, coordinates and refers students and their families to community based services or linkages to outside agencies that provide mental health services. Assures reporting systems are established to monitor and track processes and outcome measures of the Health Futures Program.	
<b>QUALIFICATIONS REQUIREMENT:</b> As a basic requirement, all applicants must have successfully completed a four (4) year course of study in an accredited college or university leading to a Bachelors or higher degree which involved major study in an academic field related to health or allied sciences. This position requires one (1) year of specialized experience equivalent to the next lower grade level in the normal grade progression for the position to be filled. Specialized experience is experience which is directly related to the position to be filled which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties.	
<b>SELECTIVE PLACEMENT FACTOR(S):</b> To qualify, at a minimum, candidates must be licensed as a psychologist, psychiatrist, or LICSW social worker through the D.C. Department of Health, Health Professional Licensing Administration, as required by the Health Occupations Revision Act of 1985, Amendment Act of 1994, D.C. Law 6-99.	

## SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors. Please describe specific incidents from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.

### RANKING FACTORS

1. Knowledge of a wide range of theories, principles, practices and techniques of early childhood systems in order to serve as a Health Futures Manager.
2. Expert knowledge of early childhood mental health program development and management in order to develop a pilot program which provides early childhood mental health consultation services.
3. Comprehensive knowledge of community resources and institutions that serve families, including services offered, eligibility criteria, and referral procedures in order to effectively provide case management to children and families.
4. Excellent oral and written communication skills in order to work closely with students and families make assessments, referrals as required to provide expert assistance and guidance related to Healthy Futures Program issues and policies.
5. Ability to supervise employees with responsibility in providing leadership and direction.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S X-118 QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERANS PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

**HOW TO APPLY:** ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000. SELECTION (S) FROM THIS VACANCY ANNOUNCEMENT PENDING CLEARANCE THROUGH PRIORITY PLACEMENT PROGRAMS. "A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS VACANCY ANNOUNCEMENT."

**WHERE TO APPLY:** DEPARTMENT OF MENTAL HEALTH  
DIVISION OF HUMAN RESOURCES  
64 NEW YORK AVENUE, NE, 5<sup>th</sup> Floor  
WASHINGTON, D.C. 20002  
ATTN: Lori McDonald (202) 673-3517  
FACSIMILE: (202) 673-4386

IN ACCORDANCE WITH THE D. C. HUMAN RIGHTS ACT OF 1977, AS AMENDED, D. C. CODE SECTION 1-2501 et seq. ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

**OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DEPARTMENT OF MENTAL HEALTH, DIVISION OF HUMAN RESOURCES.**

**DRUG-FREE WORKPLACE ACT OF 1988.** "Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his or her immediate supervisor, in writing, no later than five days after conviction of or plea of guilty to a violation of any criminal drug statute occurring in the workplace."